

Welcome

MontCAS

Montana Comprehensive Assessment System

OPI Assessment and Data Conference

Doing It Right

Smarter Administration/Student Registration Data

Sessions 1 and 2

January 2015



Agenda

- Introduction and Overview
- Manuals and Training:
 - TAM and Checklists
 - Other Resources
- ART: Assessment Registration Tool
- Scheduling and Timing
- Session Preparation
- Using the Administrator Portal
- Using the Student Portal
- Classroom Activity and Performance Tasks
- Practice and Training Tests
- Test Security

Introduction

- Measured Progress, Smarter, OPI staff
- Wonderful things about Montana Smarter
 - The entire grade does not have to test at the same time
 - More than one grade can test at the same time in the same room.
 - Students in different grades taking different tests (Math performance task, ELA computer adaptive, etc.) can all test in the same room.
 - In 2015, test is adaptive unlike the fixed form of the field test

Overview

- Managing Expectations
- Participation
- Test Administrators
- Online reporting
 - Students who move
 - Accommodations
- Registration Deadlines
- Other Important Sessions

Managing Expectations

- Common Core Standards are more rigorous
- Impact of CAT on high-scoring students
- Use professional judgment
 - Does a student or group of students need a break?
- Maintain a positive attitude

Participation

- Grades 3-8 and 11
- Montana Accredited Schools
- BIE Schools
- Not included in participation
 - First year in United States school LEP students do not participate in the ELA
 - Home school students
 - Private non-accredited schools
 - Treatment Centers and Non-accredited Correctional Facilities
 - Part time enrolled students test in resident school
 - Montana Youth Challenge Academy
 - Job Corps

Test Administrators

- System and school-wide training to include test administrators, emergency substitutes, IT and data staff
 - Sign in log for trainers and attendees
 - Complete and keep on file
 - 2015 MontCAS Test Security Guidelines
- Only certified educators employed by the system or school may administer the test.
- Para professionals may assist within sight and sound of the certified educator.
- Plan personnel and procedures for emergencies.

Online Reporting

	AIM	MontCAS Online Reports	OPI	Measured Progress	Other
SMARTER: Student registration	X				
SMARTER: Student registration for designated supports and accommodations				x	
SMARTER: Students who move	X				
SMARTER: Non standard accommodations requests		X			
SMARTER: Testing Irregularities		X	x		
SMARTER: Test submission and test security agreements				X	
CRT: Student registration	X				
CRT: Students who move	x				
CRT: Double starred ** accommodations requests for general education students		x			
CRT: Testing Irregularities		x	x		
CRT: Test security agreements				X	
CRT ALT: Student registration	x				
CRT ALT: Students who move	x			x	
CRT ALT: Double starred ** accommodations requests for general education students					
CRT ALT: Testing Irregularities		x	x		
CRT: Test security agreements				x	
NCSC: Student Registration	x				
NCSC: Students who move	x			x	
NCSC: Testing irregularities		x	x		
NCSC: Test security agreements					xSee NCSC NOTE in following table
All Spring 2015 Assessments: Non-participation reason		x			

Links to Online Reporting

AIM	Use system/school login
MontCAS Online Reports <ul style="list-style-type: none"> • Smarter Non-Standard Accommodations • CRT Double Starred Accommodations • Testing Irregularities • Non Participation 	https://apps.opi.mt.gov/MontCAS/frmLogin.aspx
OPI	OPI Assessment Contacts
Measured Progress Help Desk for Smarter and the CRT and CRT-Alt	888-792-2741 montanahelpdesk@measuredprogress.org
Measured Progress: <ul style="list-style-type: none"> • Smarter Test and Test Security Agreement • Test Submission • ART Designated Supports and Accommodations 	mtsmarter.measuredprogress.org
<ul style="list-style-type: none"> • Measured Progress: CRT and CRT-Alt Test Security Agreement s 	iservices.measuredprogress.org
<ul style="list-style-type: none"> • NCSC Test Security Agreements 	Test administrators and System Tests Coordinators sign the agreements provided by NCSC. System Test Coordinators keep copies of signed agreements on file. OPI may request copies of the agreements.

Registration (AIM) Deadlines

- Initial registration: January 23
- Detailed information on students who move will be provided after January.
- AIM count date: March 19.
- Enrollment and participation updates in AIM: April 3.

NOTE: Keeping your AIM data correct and up to date will ensure the accurate reporting of participation and assessment results.*

Other Important Smarter Sessions

- Smarter Technology
- Smarter Accommodations
- Smarter Practice and Training Tests
- Smarter Digital Library
- MontCAS Test Security

Manuals

- 5-6 weeks prior to first test session, assessment teams should become familiar with the Smarter test manuals:
 - Smarter TAM
 - ART User Guide
 - Usability, Accessibility, and Accommodations Guidelines
 - Test Security Guidelines
 - MontCAS Online Reporting System User Guide

Smarter TAM

- Test Security
- General rules for testing
- CAT, Classroom Activity, Performance Task
- Instructions for test administration
- Checklists

Recommended Trainings for Assessment Teams

System Test Coordinators, School Coordinators, Administrators, Assessment Teams	Training Location
Setting the Stage 1: Preparing for the MontCAS 2014-2015	http://www.keysurvey.com/f/689819/24ec/
Setting the Stage 2: Accommodations and Technology	http://www.keysurvey.com/votingmodule/s180/f/699941/7a9b/
Setting the Stage 3: Test Administration Manual	http://www.keysurvey.com/f/701080/227d/
Setting the Stage 4: Data and Registering Students for the MontCAS	http://www.keysurvey.com/f/701081/1d9d/
Smarter Digital Library	http://www.keysurvey.com/f/709006/16f3/

Required Trainings for Test Administrators

Test Administrators	Training Location
Smarter Test Administration for Test Administrators	To be posted online after the conference
Test Security	To be posted online after the conference
Data Security	To be posted online after the conference

Required Trainings for Test Administrators

Test Administrators	Training Location
Smarter Digital Library	http://www.keysurvey.com/f/709006/16f3/

ART

What is ART?

The ART system is used to:

- manage user accounts and their roles;
- maintain student information for assessments;
and
- manage assessments and test administrations.

More information can also be found in the ART User Guide.

AIM and ART

- Changes to students information must be recorded in AIM
- Updates will then be applied to ART by Measured Progress or the State
- NOTE Exception:
 - Accessibility must be entered in ART by Systems/School.
- Verify students are entered correctly well ahead of scheduling test sessions

Assigning User Roles--MP

- DA Role
 - Assigned to System Test Coordinators and superintendents by State
- System Test Coordinator must assign system testing staff
 - School Coordinators
 - Test Administrators
 - Digital Library


Accessing ART




Username and Passwords

- You must have an authorized username and password in order to log in.
- Consult your state's resources to find out how to request a user account. Information can be found at OPI website (http://opi.mt.gov/curriculum/MontCAS/#gpm1_8) or at the Measured Progress Smarter Balanced Portal (<https://mtsmarter.measuredprogress.org>)
- You can use the same username and password to access all other Smarter Balanced online systems to which you have access.
 - Digital Library
- Your login information is private and should not be shared with anyone else, if others need access, they should obtain their own login credentials. It is an irregularity to share login information

Activate User

Smarter Balanced Single Sign On



- Password must be reset.

Please Log In

Enter your username and password to log into the Smarter Balanced applications. After you log in, you will automatically be directed to the application you selected.

Old Password

New Password

Minimum 6 characters, including one number


Confirm Password

Enter your new password again

[Forgot Your Password?](#)

Submit

Cancel



Montana Service Desk can be accessed by phone or email: (888)792-2741 or montanahelpdesk@measuredprogress.org

Logging In



Username
Enter your email address

Password
minimum 8 characters, including
one number

[Forgot Your Password?](#)

Log In

You can log in to the portal at
<https://mtsmarter.measuredprogress.org>

Navigating ART

Home Screen

Smarter Balanced
Administration and Registration Tools

Resources | Logged in as: David Lopez | Tenant: STATE - WI | Logout

slide to view scheduling options

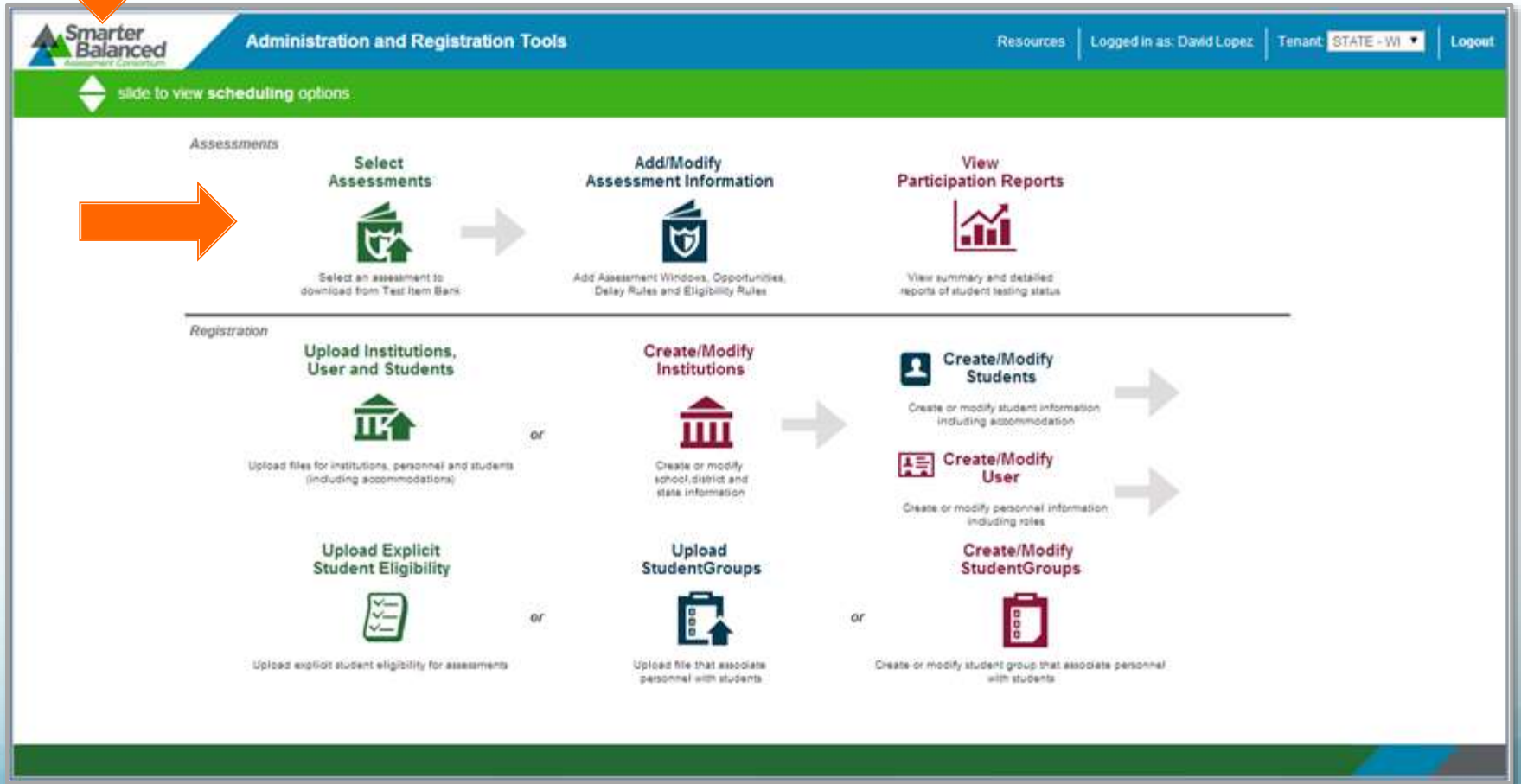
Assessments

- Select Assessments**
Select an assessment to download from Test Item Bank
- Add/Modify Assessment Information**
Add Assessment Windows, Opportunities, Delay Rules and Eligibility Rules
- View Participation Reports**
View summary and detailed reports of student testing status

Registration

- Upload Institutions, User and Students**
Upload files for institutions, personnel and students (including accommodations)
- Upload Explicit Student Eligibility**
Upload explicit student eligibility for assessments
- Create/Modify Institutions**
Create or modify school, district and state information
- Create/Modify Students**
Create or modify student information including accommodation
- Create/Modify User**
Create or modify personnel information including roles
- Create/Modify StudentGroups**
Create or modify student group that associates personnel with students

Navigating ART Home Screen



Navigating ART

Left Navigation Menu

The screenshot displays the Smarter Balanced Assessment Consortium (SBAC) Administration and Registration Tools (ART) interface. The left navigation menu is visible, with an orange arrow pointing to the 'Select Assessments' option. The main content area shows the 'Test Spec Bank Assessment Search' page, which includes a search filter for 'Subject Code' and a table of results.

Navigation Menu Options:

- Select Assessments
- Add/Modify Assessment Information
- Participation Reports
- Upload Institutions, Users and Students
- Create/Modify Institutions
- Create/Modify Students
- Create/Modify Users
- Upload Explicit Student Eligibility
- Upload StudentGroups
- Create/Modify StudentGroups

Test Spec Bank Assessment Search

Search Filters

Subject Code:

Save	Assessment Name
	CC-TS2-11-12-TEST3-I-1
	CC-TS2-11-12-TEST3-I-2

Total results found: 2


Slides 29-39

Information Only

Keeping AIM updated and current will prevent the need to use the information on these slides.

Test Registration Application

Registration Workflow – Search for Students

Register 

Student Search


Search Filters



☐ Show students with accommodation subjects that Don't match assessments

State Abbreviation: District Identifier:


School Identifier: Student Identifier:

Entry Grade Level:




Student Identifier ↑	Organization Name	Name of Institution	State Abbreviation	Last Name	First Name	Middle Name	Sex	Birth Date	Entry Grade Level	
STUDENT1	Sample District	Sample School	MT	Student	Sample		Male	2006-05-03	03	 

Total results found: 1 Page:



Test Registration Application

Registration Workflow – Add a Student

 Student Search



Search Filters





☐ Show students with accommodation subjects that Don't match assessments



State Abbreviation: District Identifier:

School Identifier: Student Identifier:

Entry Grade Level:

 Search  New

 Export All to Excel  Export All to CSV  Export Search Results to Excel  Export Search Results to CSV

Student Identifier #	Organization Name	Name of Institution	State Abbreviation	Last Name	First Name	Middle Name	Sex	Birth Date	Entry Grade Level	
STUDENT1	Sample District	Sample School	MT	Student	Sample		Male	2006-05-03	03	 

Total results found: 1 Page: 1

Test Registration Application

Registration Workflow – Add a Student

Add Student Information * Indicates required field

<p>* State Abbreviation: <input type="text" value="Select..."/></p> <p>* School Identifier: <input type="text" value="Search..."/></p> <p>First Name: <input type="text"/></p> <p>Middle Name: <input type="text"/></p> <p>* External SSID: <input type="text"/></p> <p>Hispanic or Latino Ethnicity: <input type="checkbox"/></p> <p>American Indian Or Alaska Native: <input type="checkbox"/></p> <p>Asian: <input type="checkbox"/></p> <p>Black Or African American: <input type="checkbox"/></p> <p>White: <input type="checkbox"/></p> <p>Native Hawaiian Or Other Pacific Islander: <input type="checkbox"/></p> <p>Demographic Race Two Or More Races: <input type="checkbox"/></p> <p>IDEA Indicator: <input type="checkbox"/></p> <p>LEP Status: <input type="checkbox"/></p> <p>Economic Disadvantage Status: <input type="checkbox"/></p> <p>Migrant Status: <input type="text" value="NO"/></p>	<p>District Identifier: <input type="text" value="Search..."/></p> <p>* Student Identifier: <input type="text"/></p> <p>Last Name: <input type="text"/></p> <p>Birth Date: <input type="text"/></p> <p>* Confirmation Code: <input type="text"/></p> <p>* Entry Grade Level: <input type="text" value="Select..."/></p> <p>* Sex: <input type="text" value="Select..."/></p> <p>Language Code: <input type="text" value="Select..."/></p> <p>First Entry Date Into US School: <input type="text"/></p> <p>Limited English Proficiency Entry Date: <input type="text"/></p> <p>LEP Exit Date: <input type="text"/></p> <p>Title III Language Instruction Program Type: <input type="text" value="Select..."/></p> <p>Primary Disability Type: <input type="text" value="Select..."/></p> <p>* Section 504 Status: <input type="text" value="Select..."/></p> <p>English Language Proficiency Level: <input type="text" value="Select..."/></p>
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Accessibility Features

<input checked="" type="checkbox"/>	Subject	American Sign Language	Color Contrast	Closed Captioning	Language Masking	Permissive Mode	Print On Demand	Print Size	Streamlined Interface	Text to Speech	Translation	Non-Embedded Designated Supports	Non-Embedded Accommodations	Other
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Test Registration Application

Registration Workflow – Add Student Accessibility Resources

Accessibility Features

<input checked="" type="checkbox"/>	Subject	American Sign Language	Color Contrast	Closed Captioning	Language	Masking	Permissive Mode	Print On Demand	Print Size	Stream Inter
<input checked="" type="checkbox"/>	MTH	Do not show ASL vi	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...
<input type="checkbox"/>	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...	Select...

Test Registration Application

Registration Workflow – Edit a Student Record

Reg

Student Search



Search Filters





☐ Show students with accommodation subjects that Don't match assessments



State Abbreviation: District Identifier:

School Identifier: Student Identifier:

Entry Grade Level:

 Search  New

 Export All to Excel  Export All to CSV  Export Search Results to Excel  Export Search Results to CSV

Student Identifier ↓	Organization Name	Name of Institution	State Abbreviation	Last Name	First Name	Middle Name	Sex	Birth Date	Entry Grade Level	
STUDENT1	Sample District	Sample School	MT	Student	Sample		Male	2006-05-03	03	 

Total results found: 1

Page

Test Registration Application

Registration Workflow – Edit a Student Record

Warning: You have unsaved changes

Edit Student Information

State Abbreviation: MT District Identifier: SAMPLE123

School Identifier: 1234Sample Student Identifier: STUDENT1

First Name: Sample Last Name: Student

Middle Name: D Birth Date: 2006-05-05

External SSID: STONT1234 Confirmation Code: Sample

Hispanic or Latino Ethnicity: No Entry Grade Level: 03 - Third Grade

American Indian or Alaska Native: No Sex: Male

Asian: No Language Code: English, Middle

Black or African American: No First Entry Date Into US School: No

White: No Limited English Proficiency Entry Date: No

Native Hawaiian or Other Pacific Islander: No LEP Exit Date: No

Demographic Race Two Or More Races: No Title III Language Instruction Program Type: Select

IDEA Indicator: No Primary Disability Type: Select

LEP Status: No Session 504 Status: NO

Economic Disadvantage Status: No English Language Proficiency Level: PROFICIENT

Migrant Status: YES

Accommodations

Subject	American Sign Language	Color Contrast	Closed Captioning	Language	Masking	Permissive Mode	Print On Demand	Print Size	Streamlined Interface	Text to Speech	Translation	Non-Embedded Designated Sup
MTM	Do not show AS L videos	Select	Select	English	Select	Select	Select	Select	Select	Select	Select	Select

Not Eligible for any Assessments

Save Cancel


Test Registration Application

Registration Workflow – Create/Modify User



Test Registration Application

Registration Workflow – User Search



 User Search





Search Filters





















Only show users with email

First Name: Last Name:

Email Address: State Abbreviation:

 Search  New

First Name	Last Or Surname	Email Address	Telephone Number	Role Associations				
				Role	Associated Entity Name	Level	State Abbreviation	
Gregory	Ma	GregoryRMa@trashymail.com	802-357-3579	School Coordinator		INSTITUTION	CT	 
George	Smith	GeSmith@cs.x12.de.us	555-555-5555	District Coordinator		DISTRICT	CT	 
Jacqueline	Perrault	JacquelineJPerrault@pookmail.com	480-523-5234	School Coordinator		INSTITUTION	CT	 
Lisa	Cohen	LisaKCohen@martinator.com	802-357-3579	School Coordinator		INSTITUTION	DE	 
Monte	Cox	MonteCox@dodgit.com	860-357-8502	School Coordinator		INSTITUTION	DE	 
Richard	Feris	RichardAFeris@pookmail.com	860-357-8502	School Coordinator		INSTITUTION	CT	 
Ruby	Reyes	RubyJReyes@pookmail.com	480-523-5234	School Coordinator		INSTITUTION	DE	 
Demo	User	Upload205@example.com		Test Author		INSTITUTION	CT	 
First	Last	Upload218@example.com	555-555-5555	Data Quality Management Lead		STATE		 
Anthony	Dacosta	Upload37@example.com	862-718-2255	School Coordinator		INSTITUTION	NO	 

Total results found: 20

Page: First Last

Test Registration Application

Registration Workflow – Create a New User Account

Role Associations

★ Role	★ Level	★ Associated Entity Id	State Abbreviation
Select...	Select...	Select...	

User Actions

- Select...
- Administrator
- Client Coordinator
- Content Lead
- Data Quality Management Lead
- District Coordinator
- Psychometric Lead
- School Coordinator
- State Coordinator
- Test Author
- Test Authoring Administrator
- Test Read Only
- Test Registration Administrator
- Test Specification Admin
- Test Specification Read

Buttons: Sync, ✓ Reset Password, ✓ Lock User, ✓ Unlock User

Buttons: ✓ Save, ✕ Cancel

Test Registration Application

Registration Workflow – Edit a User Account

Edit User Information ★ Indicates required field

★ First Name: ★ Last Or Surname:

★ Email Address: Telephone Number:

Role Associations

★ Role	★ Level	★ Associated Entity Id	State Abbreviation	
School Coordinator	INSTITUTION	1234Sample - Sample School	MT	

Cancel

User Actions

Sync

Reset Password

Lock User

Unlock User



Test Registration Application

Registration Workflow – Delete a User Account

Edit User Information * Indicates required field

* First Name: * Last Or Surname:


* Email Address: Telephone Number:

Role Associations

* Role	* Level	* Associated Entity Id	State Abbreviation	
School Coordinator	INSTITUTION	1234Sample - Sample School	MT	

User Actions

Sync Reset Password Lock User Unlock User



Scheduling

Estimated Timing Tables

Content Area	Grades	Computer Adaptive Test (CAT) items hrs : mins	Performance Task (PT) hrs : mins	Total hrs : mins	Classroom Activity (administered prior to the PT)* hrs : mins	Total hrs : mins
English Language Arts/Literacy	3–5	1:30	2:00	3:30	:30	4:00
	6–8	1:30	2:00	3:30	:30	4:00
	HS	2:00	2:00	4:00	:30	4:30
Mathematics	3–5	1:30	1:00	2:30	:30	3:00
	6–8	2:00	1:00	3:00	:30	3:30
	HS	2:00	1:30	3:30	:30	4:00
Both	3–5	3:00	3:00	6:00	1:00	7:00
	6–8	3:30	3:00	6:30	1:00	7:30
	HS	4:00	3:30	7:30	1:00	8:30

Scheduling Considerations

- Computer Adaptive Test (CAT) must be completed 45 days after started or close of test window, whichever occurs first
- Classroom Activity must be completed no later than 3 days before Performance Task (PT)
- Performance Task must be completed within 10 days after started

Session Preparation

- Download secure browsers on all testing stations
- Test headphones, microphones, appropriate technology

THE TEST ADMINISTRATOR INTERFACE

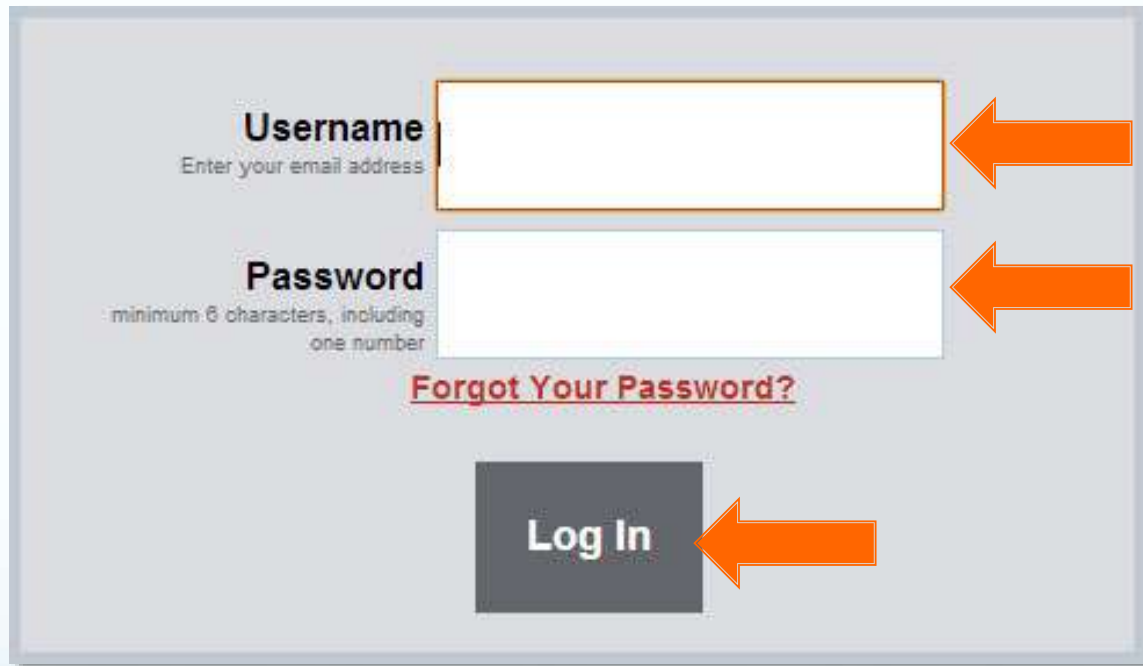
Test Administrator Interface

To access the Test Administrator Interface, Test Administrators can log into the Montana Smarter Balanced portal at:

<https://mtsmarter.measuredprogress.org>

Test Administrator Interface

Logging In



Username
Enter your email address

Password
minimum 8 characters, including one number

[Forgot Your Password?](#)

Log In

If you can't access the test administrator interface, contact the Montana Service Desk can be accessed by phone or email: (888)792-2741 or montanahelpdesk@measuredprogress.org

Test Administrator Interface Overview

The screenshot displays the Test Administrator Interface. At the top, there are navigation buttons: 'Start Session', 'Student Lookup', and 'Print'. To the right, there is a 'Session ID' field and an 'Approvals (0)' button. Below the navigation bar, a section titled 'Select the test(s) to be included in your test session.' contains a list of ELA Grade CATs (3, 4, 5, 6, 7) with checkboxes. A 'Select All' button is next to the list. To the right of the list is a large white closing curly brace. Further right, a blue box states 'No students awaiting approval.' Below this section, there is an 'Instructions' panel with three sub-sections: 'Starting the Session', 'Approving Students', and 'Student Lookup'. Each section contains a list of steps for the administrator to follow.

Start Session Student Lookup Print

Session ID

Approvals (0)

Select the test(s) to be included in your test session.

Sort By: Grade Subject Select All

- ☐ ELA Grade 3 CAT
- ☐ ELA Grade 4 CAT
- ☐ ELA Grade 5 CAT
- ☐ ELA Grade 6 CAT
- ☐ ELA Grade 7 CAT

No students awaiting approval.

Instructions

Starting the Session:

- Select the assessment(s) that need to be included in the session, then click the [Start Session] button.
- Provide the Session ID to your students so that they can log in.

Approving Students:

- Click the [Approvals (0)] button. The Approvals and Student Test Settings window will appear.
- Click [View/Edit Details] for a student to view his or her accommodations and test settings and make any necessary changes (e.g., color background choice).
- Click the [Approve] button for each student to allow entry into the session.
- Click [Approve All Students] if all their settings are accurate and they can all enter the session.
- To deny a student, click [Deny] and enter a brief reason (e.g., student selected the wrong assessment).

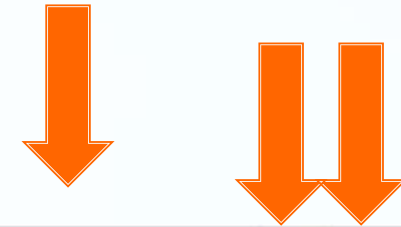
Student Lookup:

You can use this feature to look up student information if a student is having difficulty logging in.

- Click the [Student Lookup] button in the top row.
- Use the [Quick Search] tab to find a student using his or her State-SSO number. Partial State-SSOs are not allowed.
- Use the [Advanced Search] tab to find a student by district, school, and first or last name. Partial names are allowed (e.g., entering "FF" into the last name field will start a search for all students in the school whose last name begins with F).

Monitoring Student Progress:

Test Administrator Interface Navigation



Smarter Balanced Assessments

Logged in as: SchoolUser2 [Help](#) [Log Out](#)

Smarter Balanced

[Stop Session](#) [Student Lookup](#) [Print](#) [Refresh Now](#)

Session ID: Demo-1234 [Approvals \(0\)](#)

Select the test(s) to be included in your test session.

Sort By: Grade ☐ Subject ☐ [Select All](#)

- ☒ G3 Math
- ☒ G3 Math 1 PT
- ☒ G3 Math ClassPT A
- ☒ G3 Math ClassPT B
- ☒ G3 ELA

No students awaiting approval.

[Instructions - Click to expand/collapse](#)

Students in your test session

[Students in Session](#) [Approved Requests](#)

Sort Column By: [Requests](#) [New Request](#) [Hide/Show Columns](#)

Student Name	State-SSID	Opp.#	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	AI-99999991843	1	G3 Math	Standard Settings		started: 1/14	Pause
STUDENT B	AI-99999991006	1	G3 Math	Custom Settings		started: 0/14	Pause
STUDENT C	AI-99999990553	1	G3 ELA	Standard Settings		started: 2/7	Pause

Smarter Balanced Assessment Consortium

Test Administrator Interface

Start/Stop Session

Smarter Balanced Assessments

Logged in as: SchoolUser2 Help Log Out

Session ID: Demo-1234 Approvals (0)

Stop Session Student Lookup Print Refresh Now

Select the test(s) to be included in your test session.

Sort By: Grade Subject Select All

- ☒ G3 Math
- ☒ G3 Math 1 PT
- ☒ G3 Math ClassPT A
- ☒ G3 Math ClassPT B
- ☒ G3 ELA

No students awaiting approval.

Instructions - Click to expand/collapse

Students in your test session

Students in Session Approved Requests Sort Column By Requests New Requests Hide/Show Columns

Student Name	State-SSID	Opp.#	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	AI-99999991843	1	G3 Math	Standard Settings		started: 1/14	Pause
STUDENT B	AI-99999991086	1	G3 Math	Custom Settings		started: 0/14	Pause
STUDENT C	AI-99999990553	1	G3 ELA	Standard Settings		started: 2/7	Pause

Smarter Balanced Assessment Consortium

Test Administrator Interface

Student Lookup

Session ID: IO-4B7R-123

Approvals (0)

Stop Session Student Lookup Print Refresh Now

Select the test(s) to be included in your test session.

Sort By: Grade Subject

G3 Math
G3 ELA

Search: Quick Search Advanced Search

No students awaiting approval.

Close

1. Enter Search Parameters

Use the drop-down menus to select the District, School, and Grade for your search. A First or Last Name is required.

AIR SCHOOL (AI_9999_999999)

Grade 05

First Name
Enter a First Name

Last Name
Campbell

Search

2. Search Results

Click on the binoculars to view details for that student.

More Info	State-SSID	Last Name	First Name	Grade
	AI-1212454535	Campbell	Jane	05
	AI-8792542789	Campbell	Jason	05
	AI-1533103245	Campbell	Jean	05
	AI-1057133112	Campbell	Jeanne	05
	AI-1058377763	Campbell	Jerry	05
	AI-1058573741	Campbell	Jonathan	05

3. Student Details

Campbell, Jane
Birthday: 10/3/1993
Grade: 05
School: AIR
SCHOOL(AI_9999_999999)
District: AIR
DISTRICT(AI_9999)

Printing Test Session Information



Create a Test Session

The screenshot shows a web interface for creating a test session. At the top, there are three buttons: 'Start Session' (with a green play icon), 'Student Lookup', and 'Print'. Below these is a section titled 'Select the test(s) to be included in your test session.' It includes a 'Sort By' dropdown menu currently set to 'Grade', with 'Subject' as an alternative. To the right of the dropdown is a 'Select All' button. Below the dropdown are two checkboxes: 'G3 Math' and 'G3 Math 1 PT'. An orange arrow points to the 'Start Session' button, and another points to the 'Select All' button.

Session ID	
Demo- 1234	Approvals (0)

Below the table, a blue box displays the message: 'No students awaiting approval.'

Student Lookup

Search: Quick Search Advanced Search Close

1. Enter Search Parameters

Use the drop-down menus to select the District, School, and Grade for your search. A First or Last Name is required.

AIR SCHOOL (AI_9999_999999) ▾

Grade 05 ▾

First Name
Enter a First Name

Last Name
Campbell

2. Search Results

Click on the binoculars to view details for that student.

More Info	State-SSID	Last Name	First Name	Grade
	AI-1212454595	Campbell	Jane	05
	AI-3792542789	Campbell	Jason	05
	AI-1533103245	Campbell	Jean	05
	AI-1057133112	Campbell	Jeanne	05
	AI-1058377753	Campbell	Jerry	05
	AI-1058573741	Campbell	Jonathan	05

3. Student Details

Campbell, Jane
Birthday: 10/3/1989
Grade: 05
School: AIR
SCHOOL(AI_9999_999999)
District: AIR
DISTRICT(AI_9999)

Approving Student Entry

Approvals and Student Test Settings

✓ Approve All Students Refresh ✕ Done

G3 ELA

Student Name	State-SSID	Opp #	Test Settings	Action
STUDENT A	AI-99999991843	1	Standard Settings See/Edit Details	✓ Approve ✕ Deny

G3 Math

Student Name	State-SSID	Opp #	Test Settings	Action
STUDENT B	AI-99999991006	1	Standard Settings See/Edit Details	✓ Approve ✕ Deny
STUDENT C	AI-99999990553	1	Custom Settings See/Edit Details	✓ Approve ✕ Deny

Denying Student Entry

Approvals and Student Test Settings

✓ Approve All Students Refresh Done

G3 ELA

Student Name	State-SSID	Opp #	Test Settings	Action
STUDENT A	AL99999991843	1	Standard Settings	See/Edit Details <input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Deny

Deny entry to a test session in these circumstances:

- The student is not supposed to enter this session.
- The student's demographic information is incorrect
- The student's required accommodations are incorrect.

Editing Student Details

See/Edit Details

Approvals and Student Test Settings ✓ Approve All Students ↻ Refresh ✗ Done

G3 ELA

Student Name	State-SSID	Opp #	Test Settings	Action
STUDENT A	AI-99999991843	1	Standard Settings	See/Edit Details ✓ Approve ✗ Deny

Approvals and Student Test Settings ✓ Approve All Students ↻ Refresh ✗ Done

G3 ELA

Student Name	State-SSID
STUDENT A	AI-99999991843

G3 Math

Student Name	State-SSID
STUDENT B	AI-99999991086
STUDENT C	AI-99999990553

Test Settings for: STUDENT C

Language: English

Print Size: No default zoom applied

Color Choices: Black on Rose

Print on Request: None

✓ Set & Approve
✓ Set
✗ Cancel

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

Editing Student Details

Turn Settings On and Off

Approvals and Student Test Settings

✓ Approve All Students Refresh ✕ Done

G4 Math Practice Test	
Student Name	State-SSID
▶ GUEST	GUEST

☐ Speech-to-Text

Permissive Mode: Permissive Mode Disabled

Text-to-Speech: None

Word List: English Glossary

Strikethrough: True

American Sign Language: Off

Test Shell: Standard Test Shell

Masking: Masking Not Available

Mark for Review: True

Print on Request: None

Expandable Passages: Expandable Passages On

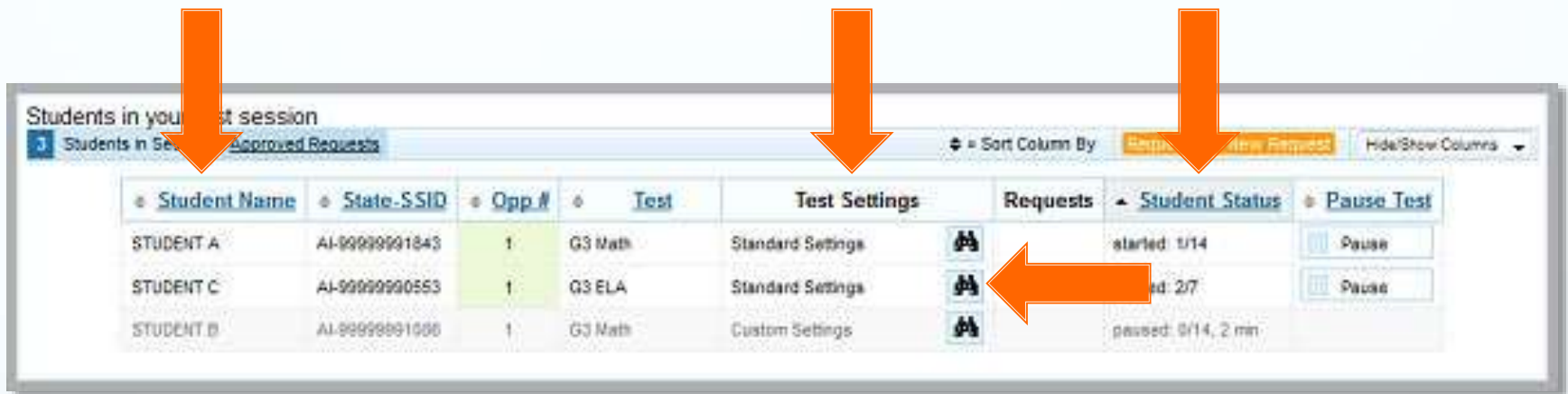
Color Choices: Black on White

Highlight: True

✓ Set & Approve ✓ Set ✕ Cancel

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

Monitoring Student Status



Students in your test session

3 Students in Session Approved Requests

Sort Column By [Request](#) [New Request](#) Hide/Show Columns

Student Name	State-SSID	Opp.#	Test	Test Settings	Requests	Student Status	Pause Test
STUDENT A	AI-9999991843	1	G3 Math	Standard Settings		started: 1/14	
STUDENT C	AI-9999990553	1	G3 ELA	Standard Settings		ed: 2/7	
STUDENT B	AI-9999991000	1	G3 Math	Custom Settings		passed: 8/14, 2 min	

Print on Demand

Students in your test session

Students in Session = Sort Column By **Request(s)** = New Request How

Student Name	SSID	Opp.#	Test	Accommodations	Requests	Student Status	Pause Test
PARNCUTT, DANIELLE	9999999822	1	Grade 5 ELA	Standard Settings		approved: 0/0	
GARDNER, JAMES	9999999823	1	Grade 8 Math	Standard Settings		started: 20/28	Pause
Leyva-Ortiz, NORMA	9999999827	1	Grade 3 Math	Standard Settings	Print	started: 2/22	Pause

Student Print Request(s) For: Close

Name: **STUDENT C** SSID: **9999999127**

This page displays a request for each passage that a student would like printed. Click [Approve] if you approve the print request, or [Deny] if you do not.

Note: Clicking [Approve] brings up a Print Preview page based on the browser you are using. Click [Print] from that page to send this request to your print station.

		New Requests	Date & Time of Request
Approve	Deny	Passage for Items 9-15	8/2/2011 11:36:52 AM
Approve	Deny	Item 9	8/2/2011 11:37:08 AM

Pausing and Stopping Sessions

Students in your test session

Students in Session | Sort Column By | Request = New Request

Student Name	SSID	Opp.#	Test	Accommodations	Requests	Student Status	Pause
PARNCUTT, DANIELLE	9999999822	1	Grade 5 ELA	Standard Settings		approved: 0/0	
GARDNER, JAMES	9999999823	1	Grade 8 Math	Standard Settings		started: 20/28	Pause
Leyva-Ortiz, NORMA	9999999827	1	Grade 3 Math	Standard Settings		started: 2/22	Pause



Transferring Sessions

Important

This user currently has an active test session. Enter the Session ID to continue administering the session from this computer/browser. [Message Code: 11604]

✕ Logout ✓ Enter

Logging Out of the TA Interface



Troubleshooting

Description	What to Do
What should I do if a session ends?	Log in and start a new session. Provide the students with a new Session ID.
What should I do if a student gets logged out of a test while a session is still active?	If a student's test session is interrupted, the student should log back in and rejoin the session.
What should I do if forbidden applications are running?	The Secure Browser will not allow the student to begin testing if forbidden applications are running. You will see messages advising you which applications must be closed before testing can begin.
What should I do if the computer freezes?	Force quit the Secure Browser and log back in. For instructions, refer to the Test Administration Manual.

THE STUDENT INTERFACE

Student Login

Please Sign In

First Name:

State-SSID:

Session ID:



Login Errors

Issue	Error Message	What to Do
Student first name and SSID do not match what is in the system.	Please check that your information is entered correctly. If you need help, ask your TA.	Verify that the student has entered the correct first name and SSID. You may need to use the Student Lookup Tool, which is located in the TA Interface, to verify that the student is in the system.
Student enters the Session ID incorrectly.	Session ID does not exist.	Verify that the student has entered the correct Session ID with no extra spaces or characters.
Student enters an SSID for an incorrect or expired session.	The testing session is closed.	Ensure that the student enters the correct Session ID for the current session. If this does not work, verify that your session is open using the TA interface.

Student Login and Test Selection

Is This You?

Please review the information below. If all of the information is correct, click [Yes]. If not, click [No].

First Name Anne)

School: Demo School

State-SSID: 123456789

Grade: 06

No

Yes

Student Login and Test Selection

Your Tests

Select a test.



Start G7 Math

This is opportunity 1 of 50



Start G7 ELA

This is opportunity 1 of 50



Start G7 Math Performance Task

This is opportunity 1 of 50



Start G7 ELA Performance Task

This is opportunity 1 of 50

[Back to Login](#)

Login Confirmation

Is This Your Test?

Session ID: lo-4B7R-124

G3 ELA

Color Contrast: Black on White

Language: English

Print on Demand: None

Print Size: No default zoom applied

Text-to-Speech: No Text-to-Speech

Is the test listed above the test you want to take? If it is, click [Yes, Start My Test]. If not, click [No].

No

Yes, Start My Test

Sound Check



Sound Check: Audio Problem

Tell the Test Administrator that you have an audio problem. Playing and recording sound is required for this test.

Try Again

Log Out

Help Guide



The screenshot displays the G4 Math Practice Test interface. At the top, the header shows "(State-SSID: GUEST) G4 Math Practice Test (0 out of 27) Questions: 1". Below the header is a toolbar with icons for ZOOM IN, ZOOM OUT, SAVE, PAUSE, BACK, and NEXT. The main content area shows a math problem: "Tanya ran 400 meters on Tuesday. She ran 800 m... What is the total number of meters Tanya ran on t... response box." Below the problem is a response box with a numeric keypad (1, 2, 3) and navigation buttons. A help guide overlay is visible on the right side of the screen, titled "Help Guide" and containing a "Contents" section with links to "Overview of the Student Testing Site", "Test Rules", and "About Print-on-Demand and Text-to-Speech". The help guide also includes an "Overview of the Student Testing Site" section with a diagram of the testing interface and labels for various buttons and features.

1

Tanya ran 400 meters on Tuesday. She ran 800 m

What is the total number of meters Tanya ran on t
response box.

1 2 3

Help Guide

Contents

- [Overview of the Student Testing Site](#)
- [Test Rules](#)
- [About Print-on-Demand and Text-to-Speech](#)

Overview of the Student Testing Site

Student, Demo (State-SSID: AJ-W99999878) - G4 Math Practice Test (22 out of 27) Questions: 22

Zoom buttons Questions dropdown Pause test End Test button

22

Connor is buying tickets to a play. The play he and his friends want to see costs \$4.75 per ticket. Connor has \$26.00 in his pocket.

What is the greatest number of tickets Connor can buy?

Flag for

Accessibility Resources

- Universal Tools
- Designated Supports
- Accommodations

Test Interface



GUEST, GUEST (State-SSID: GUEST -346650) | G6 ELA (0 out of 29) | Questions: 1 - 4

ZOOM IN ZOOM OUT SAVE PAUSE BACK NEXT

A hiccup happens when the diaphragm, a muscle inside your ribcage, contracts. Different events cause the diaphragm muscle to tighten and shorten. For instance, swallowing a fizzy drink bloats the stomach. The pressure from the bloating causes hiccups. Another hiccup trigger is eating spicy foods. Even being surprised or scared can give you the hiccups!

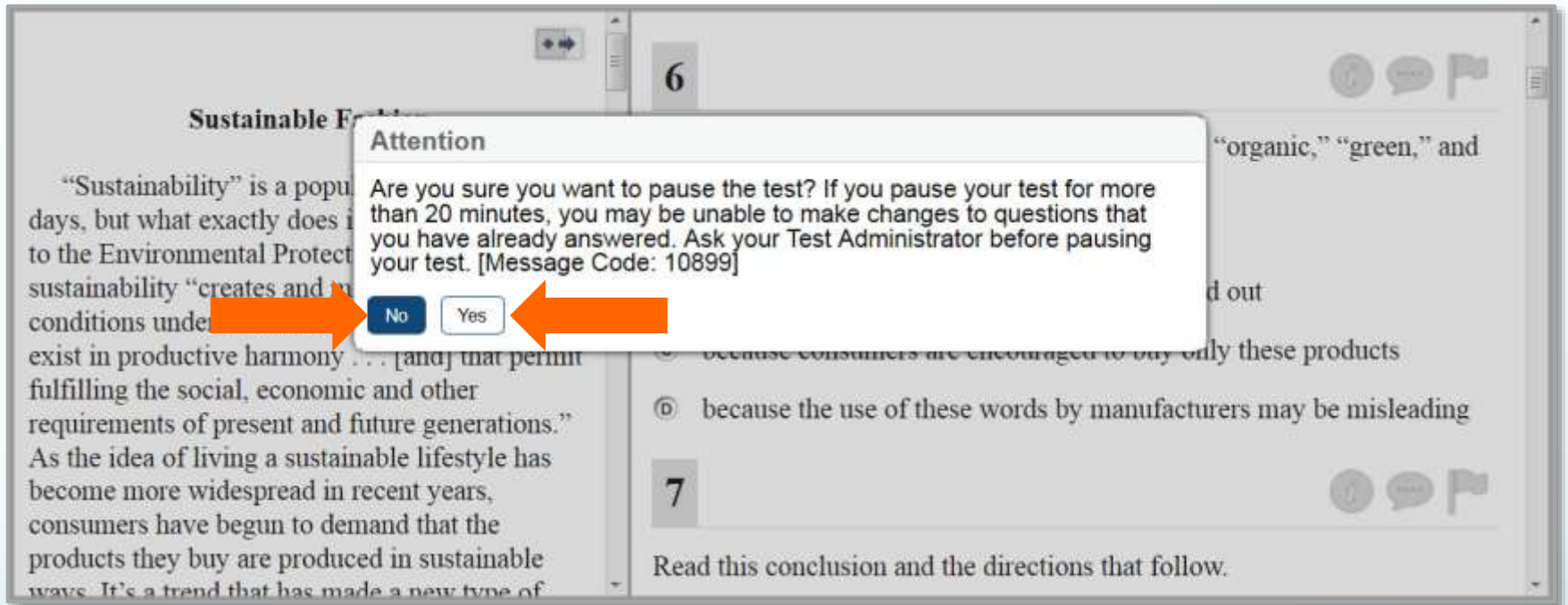
When a hiccup strikes, it also affects the throat and upper body. The hiccupper takes in a quick breath. The back of the hiccupper's tongue moves up, and the throat clamps down. This is what makes the *hic* sound. Other muscles in the neck and chest shorten and tighten. Finally, the hiccupper's heart slows for a moment. Then, after a few seconds, the whole process starts all over again. *Hic! Hic!*

1

Describe Mallory Kievman's personality using information from the text to support your answer.

Type your answer in the space provided.

Test Pause



Test Pause

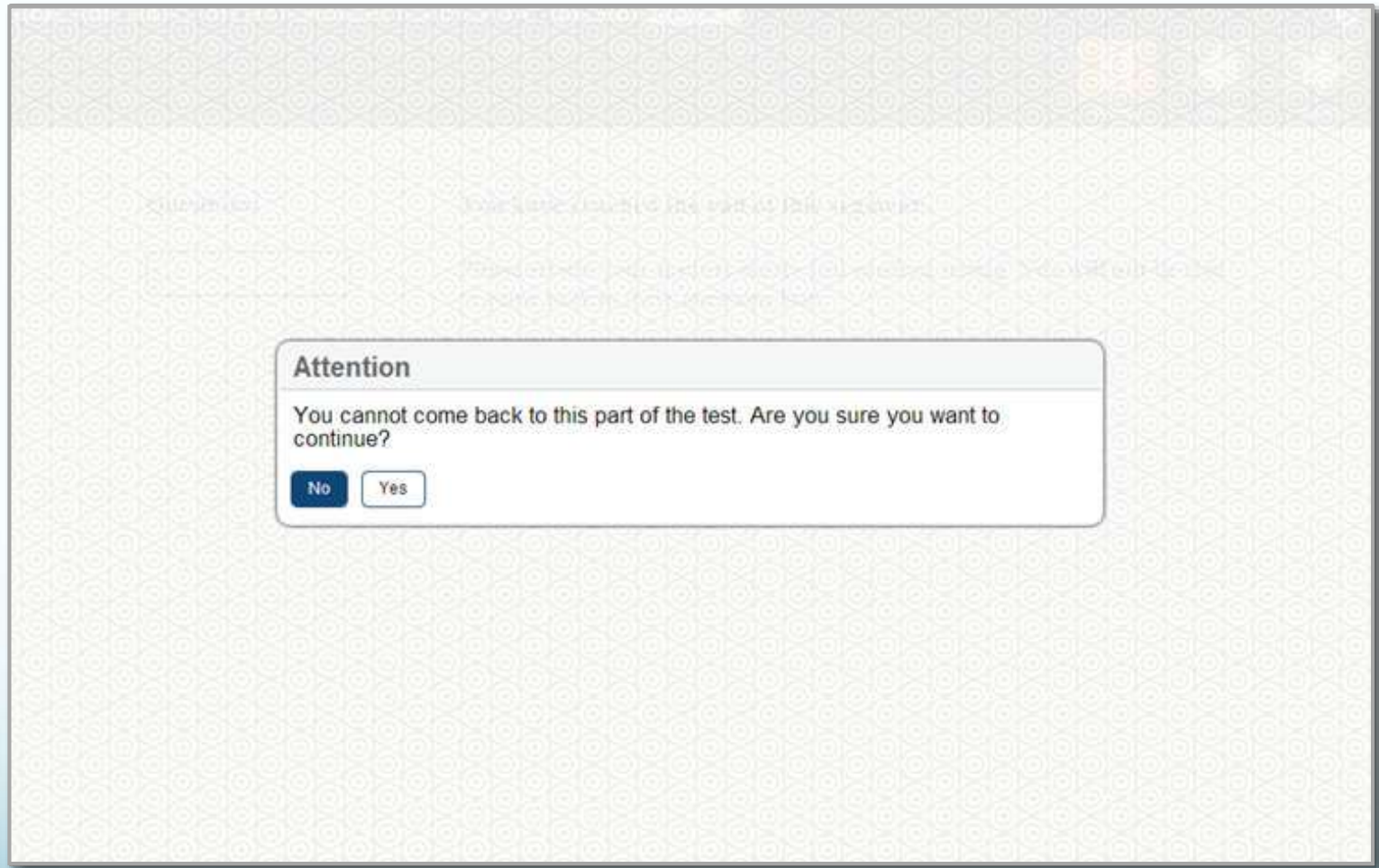
Rules:

- For performance tasks and for CAT assessments that have been paused for less than 20 minutes, students returning from a break in testing can revisit any items in the current test segment and change their answers if desired.
- Students taking a CAT assessment who have paused their tests for longer than 20 minutes may only return to the most recently visited page containing unanswered test items in the current test segment. They may change any answers present on this page, but may not access any items on previous pages or in previous segments of the test.
- If all items on the most recently visited page were answered prior to pausing, the student will resume the test on the next page with unanswered items, and will not be allowed to access previous pages or segments of the test.

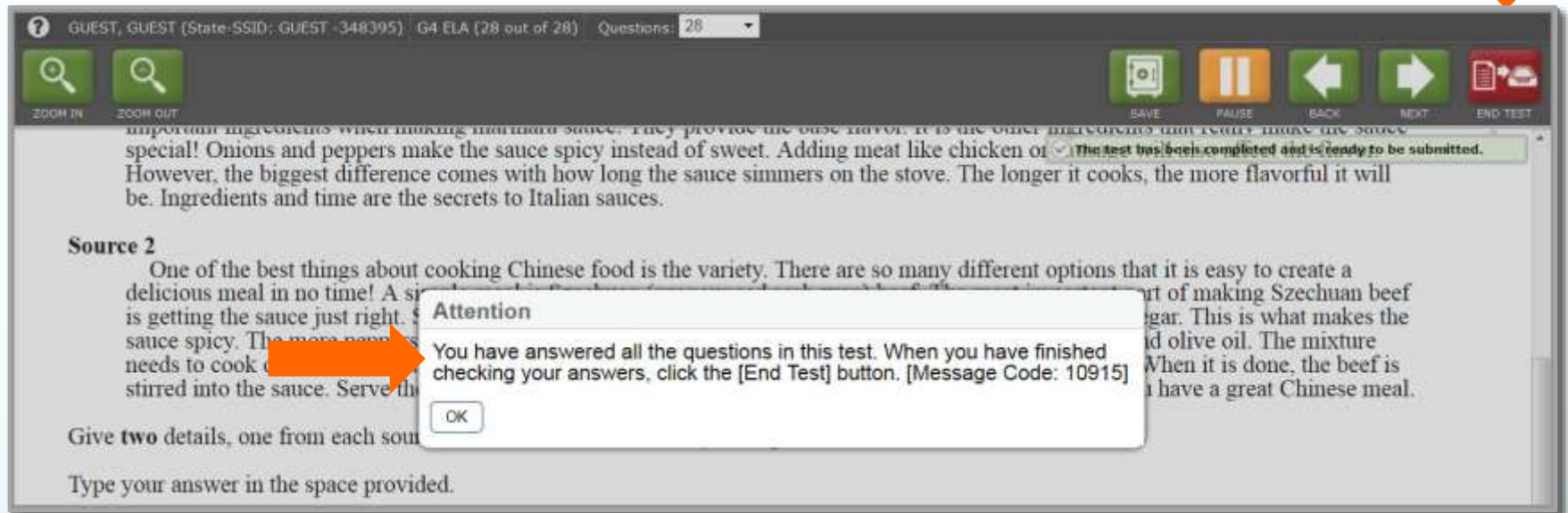
Test Timeout Due to Inactivity:

- As a security measure, after 30 minutes of test inactivity, students are logged out and their tests are paused automatically.
- Inactivity is determined by whether or not the student is interacting with the test by selecting answers or using navigation tools. Clicking an empty space on the screen is not considered activity.
- Students will receive a warning message prior to being logged out, and must click OK on the popup within 30 seconds in order to avoid automatic logout and pausing of their tests.
- If a student's test is paused due to inactivity, the same rules apply as when the student intentionally pauses the test.

End of Segment



Test End



The screenshot shows a test interface for a user named 'GUEST, GUEST (State-SSID: GUEST -348395)' in 'G4 ELA (28 out of 28)' questions. The interface includes a top bar with a question count and a toolbar with buttons for 'ZOOM IN', 'ZOOM OUT', 'SAVE', 'PAUSE', 'BACK', 'NEXT', and 'END TEST'. A green notification bar at the top right states 'The test has been completed and is ready to be submitted.' An 'Attention' dialog box is centered on the screen, containing the text: 'You have answered all the questions in this test. When you have finished checking your answers, click the [End Test] button. [Message Code: 10915]'. An orange arrow points from the top right of the screen to the 'END TEST' button, and another orange arrow points from the 'Attention' dialog box to the 'END TEST' button. The background text of the test is partially visible, discussing Italian and Chinese cuisine.

GUEST, GUEST (State-SSID: GUEST -348395) | G4 ELA (28 out of 28) | Questions: 28

ZOOM IN ZOOM OUT SAVE PAUSE BACK NEXT END TEST

The test has been completed and is ready to be submitted.

Attention

You have answered all the questions in this test. When you have finished checking your answers, click the [End Test] button. [Message Code: 10915]

OK

Test End

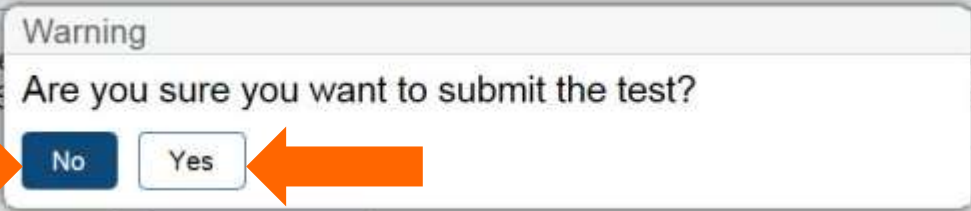
You have reached the end of the test.

You have reached the end of the test. Reviewing your answers, click [S] to submit the test.

1 - 6

No Yes

Review My Answers Submit Test

A white warning dialog box with a thin grey border is centered over the test interface. It contains the text "Warning" at the top, followed by the question "Are you sure you want to submit the test?". Below the question are two buttons: "No" (dark blue with white text) and "Yes" (white with grey border and text). Two orange arrows point towards these buttons: one from the left pointing to the "No" button, and one from the right pointing to the "Yes" button.

Classroom Activity

- Gives context to the Performance Task
- Approximately 30 minutes long
- Students who miss Classroom Activity

Practice and Training Tests

- Practice Test
 - For teachers, parents, and students
 - Aligned to Common Core Standards
 - Long
 - Practice in content
 - Answer keys and rubrics
- Training Test
 - Short
 - Practice in using tools and features
 - No answer keys or rubrics

Note Taking

- Classroom Activity
 - Students may take notes during the Classroom Activity, but they must be destroyed after the activity
 - Notes on the board and other materials used during the Classroom Activity may not be used during the Performance Task
- Performance Task
 - Students may take notes during the Performance task but may not take them with them or use them again
 - Must be stored securely when not in session
 - Must be destroyed securely upon completion of the Performance Task

Test Security

- TAs: Maintain Test Security during session
 - In event of test security incident
 - Make note of item number student left off on
 - Immediately contact System Test Coordinator
 - Follow instructions given by System Test Coordinator
- STCs: Maintain and Report Test Security
 - Notify OPI immediately by phone or email
 - Follow OPI instructions
 - Submit Testing Irregularity Report on MontCAS Online Reporting System.

Security Procedures

As a Test Administrator, you may be tasked with some or all of these activities:

- maintaining a secure testing environment;
- making sure printers are secure;
- securing test materials and student information;
- maintaining security of usernames and passwords;
and
- reporting potential test security incidents.

Additional information about security can be found in the Test Administration Manual as well as at

http://opi.mt.gov/curriculum/MontCAS/#gpm1_8 .

After Session

- Collect all student login cards and notes and store securely
- Make sure all students are logged off

End of Test Window

- When all students have submitted their tests:
 - Destroy all notes, login cards, materials, etc.
 - Submit online Test Security Agreement
 - Tests will not be scored until Measured Progress receives it

Further Information

Office of Public Instruction

- Judy Snow – (406)444-3656 – jsnow@mt.gov
- http://opi.mt.gov/curriculum/MontCAS/#gpm1_8

Montana Service Desk

- Montana Service Desk can be accessed by phone or email:
(888)792-2741
montanahelpdesk@measuredprogress.org